

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT**

**D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD
HUMAN RESOURCES DEPARTMENT**

ANNOUNCEMENT NO: DCLB 2004-04

POSITION: Staff Assistant
DS-301-10

OPENING DATE: 12/22/2003

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED," **FIRST**
SCREENING DATE: **01/07/2004**

SALARY RANGE: \$39,196 - \$50,503 per annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday thru Friday

WORKSITE: 2101 M.L.K., Jr. Ave., S.E.
Washington, D.C. 20020

AREA OF CONSIDERATION: Unlimited

PROMOTION POTENTIAL: None

NO. OF VACANCIES: One

DEPT.: Information Technology Department

DURATION OF APPOINTMENT: [] EXCEPTED SERVICE [] TERM (13 Months to 4 years), Not to Exceed _____ [] Temporary (up to 1 year), Not to Exceed ____ months [X] OCFO Position*

This position IS NOT in a collective bargaining unit. *Employee serves at the pleasure of the CFO of the District of Columbia. This appointment is neither a Career, Executive, or Excepted Service Appointment, pursuant to the Comprehensive Merit Personnel Act (CMPA). Employee has no retreat rights to the Career Service.

CRIMINAL BACKGROUND INVESTIGATION WILL BE CONDUCTED

"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS 905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident application by completing the 'Residency Preference for Employment' form DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application."

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for answering the telephones and assuring that calls are directed to appropriate staff. Maintains and updates the Information Technology Department's databases. Schedules appointments and maintains the Director's calendar. Receives, logs in, replies to, proofreads and edits all correspondence for the Director's signature. Prepares reports for the IT Department. Maintains files and ensures that records are properly indexed. Coordinates and assists with meetings and presentations. Incumbent provides a variety of administrative, program support functions, and project assignments. Procures and maintains office supplies, services, subscriptions and office equipment.

QUALIFICATIONS REQUIREMENTS: Three to four years of specialized experience which is in or directly related to the line of work of the position to be filled and which equips the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Experience must be at least equivalent to the next lower grade level.

SELECTIVE PLACEMENT FACTOR(S): Bachelors degree preferred in Business Administration or a related field. Incumbent must have worked in an Information Technology Environment.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated ability to properly format, punctuate, proofread, edit and apply sound grammar principles.
2. Ability to resolve administrative conflicts, communicate with persons of diverse backgrounds and professions and effectively manage assigned tasks.
3. Ability to work independently and proactively to compose a variety of correspondence.
4. Must be proficient in using the Internet and Microsoft Office Suites (Excel, Access, Project Management, Powerpoint, Word and Outlook. Skill in training staff using Microsoft Office Suites.
5. Skill in organizing and maintaining files to ensure that records are properly indexed.
6. Proven ability to manage numerous projects simultaneously and meet challenging deadlines.
7. Knowledge of administrative and operational procedures and time management principles.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO APPLICANTS, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

<u>HOW TO APPLY:</u>	ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000, ALONG WITH RESUME.
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<u>WHERE TO APPLY:</u>	D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD 2101 MARTIN LUTHER KING JR. AVENUE, S.E. HUMAN RESOURCES DEPARTMENT, 5TH FLOOR WASHINGTON, D.C. 20020
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AN EQUAL OPPORTUNITY EMPLOYER – IN ACCORDANCE WITH THE D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. CODE SECTION 1-2501 ET SEQ., (“THE ACT”) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

REEMPLOYED ANNUITANTS: D.C. Law 10-172, effective September 2, 1994 (D.C. Code 1-612.3, 1996 supplemental), “The Comprehensive Merit Personnel Act Reemployed Annuitant Act of 1994”, provides that “ Any employee who is an annuitant under the Civil Service Retirement System who was first hired by the District of Columbia government after September 30, 1987, shall not be subject to annuity offset for any period of employment effective with the pay period which began on October 2, 1994”.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES DEPARTMENT